

Regulatory Guide for Regulations 61-106 “Tanning Facilities” Revised May 2000

Purpose The purpose of this document is to assist tanning facility registrants in interpreting the intent of our regulations, Regulation 61-106 “Tanning Facilities.” This regulatory guide is not designed to provide absolute interpretations for all situations. In some cases, variances from regulations may be granted with appropriate justification.

Section 1.2, Definitions

Section 1.2.4. Formal training may only be conducted by someone who is registered with DHEC as a formal trainer.

Section 1.2.8. An operator must carry out these specific duties:

1. Determine skin type
2. Determine if a consumer may tan
3. Inform consumer of the dangers of UV radiation and the risk of photosensitizing reactions
4. Determine consumer’s use of photosensitizing agents
5. Assure that consumer reads and signs all forms as required by this regulation
6. Assure that all documentation is correctly completed for minors, visually impaired persons, and illiterate persons
7. Maintain consumer exposure records
8. Recognize and report any injuries related to UV radiation
9. Determine exposure schedule for each consumer
10. Teach consumer how to properly wear eyewear
11. Set override timer controls

Section 1.4.1, Inspections

DHEC will conduct inspections on a yearly basis. Registrants must allow DHEC representatives to inspect equipment at any time. DHEC will give twenty-four hours notice before inspecting records. You will receive a letter or a telephone call prior to the inspection of your records. We will try our best not to make inspections disruptive. If your days or hours of operation change, please let DHEC know so we will not attempt to perform an inspection when you are closed. See Appendix B for an inspection checklist.

Section 1.6, Additional Requirements

Additional requirements may be imposed on a case-by-case basis to ensure that the health and safety of the public is protected. For example, if a canopy on a tanning bed is not functioning properly and will not stay up, this is deemed to be a safety hazard and will be cited. Upon inspection, you will also be asked not to use the tanning bed until repairs are made.

Section 1.7, Violations

Section 1.7.1. If a report is issued on site (survey forms are left with you), you must write to DHEC within twenty (20) days from the date of the inspection with proposed corrective action or with any corrective action that has already been taken. Each violation and recommendation needs to be addressed specifically and individually.

Section 1.7.2. If a report is issued on site, all violations must be corrected within sixty (60) days of the date of the inspection. Each violation and recommendation must be addressed specifically and individually in writing. You must describe in detail the action taken. “Yes,” “OK,” and “Corrected” are not adequate responses. Send copies of invoices, work orders, or other evidence that repairs have been made, lamps have been purchased, etc., if applicable. If equivalent lamps have been purchased, a copy of the equivalency document must be sent with your response.

If you have any questions regarding violations, *please* contact your inspector before any deadline is due.

Section 1.8, Enforcement

If a registrant violates these regulations or poses a public health risk and refuses to correct the violation(s) in a timely manner, the registrant will be subject to enforcement action.

Section 1.10, Records

You must keep all invoices and receipts detailing purchases and repairs for at least two years. You must keep these records at the facility for your DHEC inspector to review.

Section 1.11, Fees

Section 1.11.1. A one time initial application fee of \$50 must be sent to DHEC along with the application. The application will not be processed until the \$50 application fee is received. *However, do not send any other fees in addition to the \$50 application fee. You will be billed for the equipment fee.*

Section 1.11.2. A yearly fee must be paid for each piece of tanning equipment. You will be initially billed a prorated fee which depends on when you register and then you will be billed a yearly fee of \$50 per unit thereafter. *No refunds will be given except in cases where overpayment can be proven.*

Section 1.11.4. Equipment fees are due yearly by July 15. Reregistration notices are mailed in advance, on approximately June 15. If fees are not paid by **September 15**, then a **\$50 late penalty** will be assessed. If the yearly fee and late penalty are not paid by **October 15**, registration will be **revoked**. This means the use of the tanning equipment must cease immediately and cannot resume until the fee, \$50 late penalty, and **\$100 reinstatement fee** are paid.

Section 1.12, Communications

Please address communication to the applicable person at **DHEC, Radiological Health, 2600 Bull Street, Columbia, SC 29201**. The central telephone number for Radiological Health is **(803) 545-4400**.

Section 1.13, Civil Penalties

Civil Penalties will not be levied routinely, but only in cases of extreme circumstances, repeated violations, or repeated disregard of the Regulations. Civil penalties are assessed based on several criteria and are categorized into a certain severity level. There may be adjustments within the severity levels based on your actions. DHEC has a penalty matrix to assist in levying fines. There are several examples of levels of violations in R.61-106.

Section 1.14, Posting of Inspection Results

Your DHEC inspector will give you a sign during your initial inspection or your first inspection under the 2000 Revised Regulations. You must post your inspection report on this sign and hang the sign in a place where all of your customers will see it before he or she enters a tanning room to tan. You may not take down your report or cover it until your inspector returns the next year and replaces the report with your current inspection report. You may hang your compliance letter **next to** your inspection report, but remember not to cover any part of the inspection report.

Section 2.2, Registration

Section 2.2.1. If a facility with commercially used tanning equipment is bought, opened, or otherwise acquired, then an application for registration must be approved by DHEC prior to allowing a customer to tan.

Section 2.2.3. See Appendix C for an application checklist.

Section 2.3, Operating Procedures

You will be required to have and to use facility-specific operating procedures. DHEC will make available Recommended Operating Procedures in accordance with R.61.106, as approved May 26, 2000. If you choose to use these operating procedures in your facility, you must fill out the appropriate pages, sign, date, and return the document to DHEC. A copy will be mailed back to you. If you choose not to use DHEC's Recommended Operating Procedures, you must develop your own and submit them to DHEC for review. You may not use these operating procedures until DHEC has given approval.

Special Note: Any operating procedures in place prior to May 26, 2000 will no longer be acceptable. DHEC will provide Recommended Operating Procedures in accordance with the Revised Regulations. You must adopt these procedures or submit your own version for review. If you write your own, remember to use DHEC's Recommended Operating Procedures as a model.

Section 2.3.4. Your consumer statement must be identical to the consumer statement outlined in Section 2.3.4 of R.61-106. This means you must use the consumer statement word-for-word.

Section 2.5, Transfer of Registration

Registration cannot be transferred from one person to another, such as to a new owner. Registration cannot be transferred from one facility location to another facility location if a new, separate location is opened.

Section 2.6, Report of Change

DHEC must be notified in writing within thirty (30) days of any change(s) affecting your facility. This includes addition or deletion of tanning equipment, change of location, change of days or hours of operation, etc. This does not apply to routine replacement of tanning lamps as well as addition or deletion of operators.

Special Note: You cannot sell your tanning equipment to another salon or individual unless the equipment is in compliance with our regulations. Noncompliant equipment can be traded or sold to a vendor provided that the buyer is made aware of the noncompliances.

Section 2.7, Prohibited Advertisement

Section 2.7.1. You cannot state in any advertisement or posting that your facility is approved by the Department or imply this approval.

Section 2.7.2. The word “safe” or wording implying that the tanning equipment is free of hazards (such as “no burning,” “no harmful rays,” “no adverse effects,” “healthy”) cannot be used. If “safe” is on a client card or poster, for example, this must be deleted. Marking through the wording on all cards is acceptable.

Section 2.7.3. No person, in any advertisement or posting, shall claim any medical or health benefits from such person’s tanning equipment, **nor imply use as a medical device or treatment.**

Section 2.7.4. You may not use the word “unlimited” in any advertising or package listings.

Section 2.9, Verification of Service Representative

For your protection, make sure that your tanning equipment installer, service person, and lamp supplier, are registered with DHEC. If in doubt, call DHEC for a list of registered vendors or ask the vendor for his registration number and call DHEC to verify. If a violation occurs at your facility that appears to be the vendor’s fault, then the vendor will be cited. You can also be cited for using an unregistered vendor.

Special Note: If you or a family member does maintenance or repairs, then you or your family member do not have to be registered provided that this service is not offered to anyone else.

If you need minor electrical work done, such as wiring of a timer, then a certified electrician may be used. This electrician does not have to be registered as a vendor provided that repairs to internal components and other items requiring tanning-specific training are not made on your tanning equipment. Otherwise, a registered vendor must be used. *If in doubt, please call DHEC Radiological Health at (803) 545-4400.*

Section 3.3, Warning Signs

The specified warning signs must be conspicuously posted within one meter of each piece of tanning equipment. They must be legible, clearly visible, and not

obstructed by any barrier, equipment, or other item present so that the consumer can easily view the warning signs before energizing the tanning equipment.

Section 3.4, Equipment and Facility Construction Requirements

The tanning equipment must meet all FDA requirements. The required wording on the label is determined by the date of the tanning equipment manufacture (either prior to or on and after September 8, 1986). For tanning equipment made **before 9-8-86**, the label must include:

1. “Danger” statement
2. UV lamp type to be used
3. Minimum use distance specified in both meters and inches (or feet)
4. Directions for measuring minimum use distance
5. Warning that exposure at less than the minimum use distance is not recommended
6. Warning to use protective eyewear
7. Maximum exposure time in minutes
8. Duration, frequency, and spacing of sequential exposures
9. Statement of time before expected results appear

For tanning equipment made **on and after 9-8-86**, the label must include:

1. “Danger” statement (The wording is different than for equipment prior to 9-8-86.)
2. Exposure position specified in both meters and inches (or feet) or thorough markings or other obvious means
3. Directions for achieving the exposure position and warning that other positions may result in overexposure
4. Exposure schedule including duration and spacing of exposures and maximum exposure time(s) in minutes
5. Time before expected results appear
6. UV lamp type to be used

Section 3.4.3, Outside Override Timers and Maximum Time

The maximum time on the timer must not exceed the maximum time stated on the manufacturer’s exposure schedule. The timer cannot be physically set beyond this time. All tanning equipment must be provided with an override timer control installed outside of the tanning room. The remote timer must only be set by a formally trained operator and must be located so that a consumer cannot easily set or reset the consumer’s own time.

Section 3.4.4, Timer Intervals

The timer intervals must correspond with the times specified on the manufacturer’s exposure schedule. If you have a mechanical timer, there must either be numbers or hash marks. In other words, you must be able to clearly and accurately set the timer to any interval on the exposure schedule.

Section 3.4.6, Off Switch

An off switch or emergency kill switch must be provided on the tanning unit and must be easily accessible to the consumer. The switch must also work. Any exemption regarding the location of the switch will be reviewed on a case by case basis.

Section 3.4.7, Electrical Safety

Tanning equipment must be installed so that electrical safety is ensured.

Section 3.4.8, Physical Barriers

A physical barrier must be located so a consumer cannot touch the lamps. Acrylic is the barrier of choice. However, if your device has wire mesh or plastic sleeves, we will have to evaluate the potential hazards and determine if the product was originally manufactured in this manner.

Section 3.4.9, Testing of Timer(s) and Off Switch(es)

Timer test documentation must include, as a minimum, the indicated exposure time, the measured exposure time, the date, and the room location. *The timer must be tested at the tanning equipment manufacturer's recommended maximum exposure time.* It is recommended that the percent of accuracy also be recorded since this number is required to be within plus or minus ten (10) percent.

Section 3.4.10, Timer Repair and Replacement

Timer and emergency off switch tests must be performed upon initial installation, before it is used for the first time, and upon any repair or replacement of the timer or emergency off switch. The date of each test must be recorded and any timer test must include the indicated versus the measured time. All tests must be done at the manufacturer's recommended maximum exposure time.

Section 3.5, Booths or Other Vertical Tanning Devices

Tanning booths must:

1. Have floor markings to show the customer where to stand.
2. Be made so they will not fall if a person should fall in them.
3. Have a door that opens outwardly and does not have a lock.
4. Have a non-slip floor.

You can devise your own means to meet these requirements if your booth does not have these items. For example, a nonskid bathtub mat can be installed and marked with a permanent marker where the customer is supposed to stand.

Section 3.6, Protective Eyewear

Section 3.6.1. Spare eyewear must be available in the event that a customer forgets his or her own.

Section 3.6.2. If a customer forgets his or her protective eyewear and chooses not to use the protective eyewear available, then the customer must not be allowed to tan.

Section 3.6.3. Before a consumer is allowed to use the tanning equipment, a formally trained operator must show the consumer how to use the eyewear.

Section 3.6.4. The eyewear must be in good condition: no severe scratches or splits, stretched or missing straps, etc. If a consumer brings his or her own eyewear, this must be confirmed and the eyewear must be examined to ensure that it is not damaged and that it meets FDA requirements. We strongly recommend that a record be kept on the client cards as to whether a consumer brings his or her own eyewear for each visit.

Section 3.6.5. The eyewear must be used as it is designed; that is, if it is designed to have straps, then it must have straps attached.

Section 3.6.6. For your protection, the eyewear sold or provided must meet the FDA requirements. It must come with a label stating that it meets 21CFR1040.20. Otherwise, there is no way for you to ensure that the eyewear is properly protecting your customers. The eyewear manufacturer must also provide instructions for use. You must keep this documentation. If the consumer purchases eyewear, this documentation must be given to him or her with the eyewear.

Section 3.7, Sanitation

Section 3.7.1, Protective Eyewear. The eyewear must be sanitized by a facility employee before each use by a customer. The sanitizer must state on the bottle that it is specifically for eyewear or a statement must be provided from the sanitizer manufacturer that the product is acceptable to be used on the eyewear. The sanitizer must be accepted by DHEC. ***Call DHEC for a list of approved sanitizers.*** If the eyewear sanitizer states to soak the eyewear, a goggle tank must be used. Make sure straps are sanitized, if applicable. The sanitizer must be mixed and used according to the manufacturer's instructions.

Section 3.7.2, Tanning Equipment. The tanning equipment must be sanitized by a facility employee before each use by a customer. The sanitizer must state on the bottle that it is specifically for use on tanning equipment or a statement must be provided from the sanitizer manufacturer that the product is acceptable to be used on acrylic or tanning equipment. The sanitizer must be accepted by DHEC. ***Call DHEC to get a list of approved sanitizers.*** The areas of the tanning equipment that must be sanitized include, but are not limited to, the handrails, headrests, and bed surfaces. The sanitizer must be mixed according to the manufacturer's instructions.

Section 3.7.3, Pillows. A torn or cracked pillow or headrest must be immediately removed from use until it has been repaired or replaced.

Section 3.7.4, Proper Sanitation of Equipment. Customers cannot be required to clean the tanning equipment or protective eyewear. Signs must not be posted requesting sanitation be done by the customers. Customers may reclean the tanning equipment or protective eyewear, if they choose, after a facility employee has done proper sanitation.

Section 3.8, Replacement of Ultraviolet Lamps, Bulbs, or Filters

The manufacturer's recommended exposure schedule is required by the FDA to state the recommended lamp to be used. If you desire to use another lamp, then the manufacturer must provide documentation that their lamp is equivalent. You must have this documentation available for DHEC to review. The lamp equivalency documentation must be in the form of User Instructions. It is **your** responsibility to know the manufacturer's recommended lamp for each unit and to obtain the equivalency

documentation, if applicable. Lamps may only be purchased from a **registered** vendor. If you have questions about vendors, lamp equivalency or documents, **please** call DHEC **before** the lamps are purchased.

Section 4.2, Consumer Warning

Before allowing a customer to tan for the first time at your facility, they must **read, sign, and date** the warning statement. The client must complete a detailed medical and skin history information section including all types of medications a customer is taking. Each client must be warned to consult a physician if he/she has a history of skin problems or is especially sensitive to sunlight. You must warn customers that tanning indoors and outdoors in the same day, tanning at multiple salons, or other similar occurrences, are hazardous to their health. You must also advise the customer to inform you of any new medication they may be taking. All warnings must be documented in the skin and medical history information. Clients must have their skin types documented on their client cards. Client cards must be renewed at least yearly. However, do not discard last season's client cards. DHEC requires you to keep cards in your possession for at least two (2) years. Some type of client information system must be established to ensure that the customer is properly warned as required about potential photosensitizing agents and to determine if the customer has a history of skin conditions or sun sensitivity. Many vendors have client information cards readily available. A good client card will have as a minimum: name, address, telephone number, date of birth, date of first visit, medical and skin history questions, brief medications list, area to indicate one of the six skin types, danger statement, minor, illiterate, and visually impaired consent, date of tanning visit, operator's initials, room number, exposure time.

Client cards or computer records must be checked on a customer prior to allowing the customer to tan. This will ensure the appropriate exposure time is being selected.

Section 4.3, Records

All records, including client cards, must be kept for a minimum of two (2) years. These records must be kept at the facility. Note that other requirements, such as by your insurance company, may require records to be kept for a longer period.

Records that are kept on a computer system must be copied, at least monthly, and saved on storage media other than the hard drive of the computer (i.e. computer disk). These electronic records must be accessible as a printed copy.

Section 4.4, Report of Injury

Actual or alleged UV radiation injuries must be reported as required. If in doubt, report it. You must send the report to DHEC within five (5) working days. The client that is injured or allegedly injured must report the injury within seventy-two (72) hours of occurrence.

Section 4.5, Use of Tanning Equipment by Minors

A minor is any person less than the age of eighteen (18) years. A formally trained operator must witness the parent or legal guardian signing the minor consent form. This will ensure the form is not forged. For married persons under the age of eighteen (18), consent may be given by their spouse.

Section 4.6, Users' Instructions

A manufacturer's users' instruction manual must be available for each different model of tanning equipment. This manual must be kept on file at your facility. If you only have one copy, please make a copy in the event that something happens to your only original copy. If you cannot locate a manual through any means, please contact DHEC. We have an extensive inventory of manuals and we can readily seek assistance from the FDA. Make sure the labels on your equipment and the reproduction of the labels in the manual are identical. If they are not, you have a problem to resolve. Please contact DHEC or your vendor for assistance.

If your equipment was made **before September 8, 1986**, the manual must contain:

1. Reproduction of the labels. Make sure the label on your equipment is identical to the label in the manual. If it is not, the correct information must be determined. You may have to contact the equipment manufacturer, your vendor, or DHEC. If information is missing from the equipment's label and the label in the manual is correct, the label may be copied, laminated, and posted on the equipment.
2. "Danger" label.
3. Maximum number of people to be exposed and warning that only this number of eyewear has been provided.
4. Instructions for obtaining repairs and replacement components and accessories.

If your equipment was made **on or after September 8, 1986**, the manual must contain:

1. Reproduction of labels. Make sure the label on your equipment is identical to the label in the manual. If it is not, the correct information must be determined. You may have to contact the equipment manufacturer, your vendor, or DHEC. If information is missing from the equipment's label and the label in the manual is correct, the label may be copied, laminated, and posted on the equipment.
2. Maximum number of people to be exposed and warning that only this number of eyewear has been provided.
3. Instructions for proper operation including function, use and setting of timer and other controls, and use of protective eyewear.
4. Instructions for determining correct exposure time and schedule for persons according to skin type.
5. Instructions for obtaining repairs and replacement components and accessories.

Section 5.3, Operator Control

Section 5.3.1. The operator must ensure that a customer cannot reset the timer or cannot turn the timer back to get more time. The best way to ensure this is to move the timer outside of the tanning area or install an override timer in addition to the timer on the tanning device. A remote or override system must be used. There are some exceptions to the rule, such as token systems and units with on/off keys. The means used must be submitted with the application and will be further evaluated during an inspection.

An operator shall not allow a customer to tan longer than the maximum exposure time as stated on the label of the equipment. This shall be strictly enforced. DHEC must approve any changes to the maximum exposure time **prior** to its initiation.

Professional judgement should always be used in assigning incremental exposure times as well as spacing of visits. **DHEC strongly recommends that you follow the manufacturer's recommended exposure schedule.** If a client is accelerated along the exposure schedule, then a formally trained operator must determine where the client is in the tanning process. This information must then be documented on the client card. All operators must not allow clients to tan if they have previously tanned within twenty-four (24) hours. Each operator must instruct their clients regarding the exposure time that they assign prior to allowing the client to tan.

The exposure schedule is required to be on the label of your tanning equipment. If it is not, please contact your vendor or the manufacturer of your equipment. If these efforts fail, please contact DHEC.

Section 5.3.6. Only the tanner is allowed in the tanning room or area with the tanning equipment during the tanning session. Under no circumstances may children, family members, or any other person be allowed in the tanning room.

Section 5.4, Operator Training

All operators must be trained in the following items prior to being allowed to operate the equipment:

1. Tanning Regulations, R.61-106
2. DHEC approved operating procedures
3. DHEC regulatory guide
4. Instruction on the use of protective eyewear to include straps, if applicable
5. Recognition of all signs of injury and/or overexposure
6. Tanning equipment procedures for operation
7. Recommended exposure schedule or DHEC approved alternate exposure schedule to include: determination of exposure times, frequency of visits, spacing of sequential exposures or visits, and maximum exposure time
8. Skin typing clients based on the skin types outlined in Appendix A of R.61-106
9. Knowledge of substances such as foods, cosmetics, and medications that could cause photoallergic reactions
10. Procedures for sanitizing eyewear and equipment
11. Emergency procedures in case of actual or alleged injuries
12. Acute and long term effects of ultraviolet radiation
13. The skin and the tanning process
14. Timer and emergency switch testing and the maintenance of these records
15. Lamp equivalency and the importance of having lamp equivalency documentation
16. Federal regulations
17. Characteristics of ultraviolet light
18. Characteristics of tanning lamps and how they function
19. General features of all types of tanning units
20. Reasons for avoiding overexposure and the dangers associated with overexposure

Section 5.5, Facility Specific Operator Training

A facility must provide operator training related to their facility. This training must be documented on the Facility Specific Operator Training form provided by DHEC or a similar form.

The following subjects must be covered:

1. Tanning Regulations, R.61-106
2. DHEC approved facility operating procedures
3. Tanning equipment procedures for operation
4. Manufacturer's recommended exposure schedule or DHEC approved alternate exposure schedule to include duration, spacing of exposures, and maximum exposure time
5. Consumer warning and skin/medical history system
6. Consumer record system to include room number, client and operator initials, exposure times and dates (month, day, and year)
7. Instruction on the use of protective eyewear to include the use of straps, if applicable
8. Mixing instructions and appropriate use of equipment and eyewear sanitizers

Section 5.6, Formal Training for Tanning Equipment Operators

Only formally trained operators can operate tanning equipment. Formal training may only be obtained through a DHEC accepted instructor. All formal training classes cover the topics outlined in Section 5.4. DHEC can require operators to attend another training class if it is warranted.

Only a formally trained operator is permitted to:

1. Determine skin types.
2. Determine consumer use of potentially photosensitizing medications
3. Review a medical/skin history when originally completed.
4. Review, sign, and date the Consumer Warning statement when initially completed.
5. Review, sign, date, and ensure necessary documentation is completed for minors, illiterate, and visually impaired persons.
6. Instruct consumer in the proper use of protective eyewear prior to initial exposure.
7. Determine exposure times.
8. Initial the information recorded for each visit.

Section 5.7, Temporary Operator Training

Temporary Operator Training must be obtained through a DHEC approved temporary trainer. It is valid for thirty (30) days. **Temporary Operator Training is not a substitute for formal training.** (Operators have thirty (30) days from their hire date to attend a formal training class.) Temporary operator training must cover all subjects outlined in the section on operator training (Section 5.4) and facility specific operator training (Section 5.5). Temporary Operator Training may be provided through a DHEC approved correspondence course.

Section 5.8, Record of Training

A record of facility specific operator training and formal training must be kept and available for review. The DHEC form or a similar form must be used for facility specific operator training documentation. The certificate an operator receives when the formal training course is passed will suffice as adequate documentation of formal training.

Section 6.2, Vendor Requirements

All vendors must be registered with DHEC **prior** to furnishing tanning services in the state. These services, may include but not be limited to, installing equipment, sales of lamps or others components, servicing equipment and/or formal training.

Section 6.4, Issuance of Registration Approval Document

Section 6.4.3. Vendors cannot provide services until DHEC has sent a registration approval letter.

Section 6.5, Transfer of Registration Approval

Registration approval may not be transferred from person to person, company to company, or location to location.

Section 6.9, Vendor Obligation

Sections 6.9.1 & 6.9.2. Each vendor is responsible for reporting all sales, installation, and recertification/upgrades of tanning equipment (commercial and personal use) to DHEC by the tenth of each month for the prior month. (For example: The May monthly report is due by June 10th.)

Section 6.9.3. Vendors are responsible for ensuring that all equipment and supplies meet state regulations (R.61-106) and the required federal regulations (21CFR1040.20).

Section 6.10, Formal Training Requirements

All formal trainers must be registered with DHEC and all of their materials must meet DHEC guidelines and be approved by DHEC prior to offering training courses. These materials must cover all subjects outlined in Section 6.10.6 of the Regulations.

Section 6.10.4. All formal trainers must submit a list of graduates to DHEC within thirty (30) days of completion of a class. This list should include trainer's name, names of students, facility name and address for each student, and test scores for each student.

Section 6.10.5. All training classes must be six hours in length. All operators must correctly answer seventy-five percent (75%) of the questions on the test or they will be forced to retake the test.

Section 6.10.7. All formal trainers must provide written notification five days in advance of classes being scheduled or cancelled.

Section 6.11, Temporary Trainer Requirements

Temporary trainers must be registered with DHEC and all of their materials must be submitted to DHEC for review. These materials must cover the subjects outlined in Section 6.10.6 of R.61.106. All operators must correctly answer seventy-five percent (75%) of the questions on the test.

Other Comments

Facilities are strongly encouraged to have all operators periodically review the operating procedures, regulatory guide, formal training manual, etc. as a refresher.

Inspections will be announced at least twenty-four (24) hours in advance by letter or telephone call. Follow-up inspections will also be performed and will be determined by the number and the nature of violations found during the previous inspection. Follow-up inspections will also be announced at least twenty-four (24) hours in advance by letter or telephone call. Under certain circumstances, such as complaints, inspections may be unannounced.

If there are any questions, please call DHEC. The central telephone number is (803) 545-4400.